

**DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE,
SIGNATURE PAGE**

<input type="checkbox"/> Schedule establishment <input checked="" type="checkbox"/> Schedule revision, revises Archives # <u>86-244, 93-126</u>	Archives# 05-184
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Department Transportation	Division Human Resources & Admin.	Section Admin Serv/Reproduction/Bid Plans/ Storeroom 11	Permanent <input checked="" type="checkbox"/> Non-Permanent
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Records custodians

- ☒ No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim action or audit.
- ☐ It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS, as amended, Title 24-80-107 before transfer/security deposit to the State Archivist.

Records officer

The recommended retention periods on this schedule are the result of evaluation of the factors listed in the State Records Management Policies and Procedures Manual and CRS 24-80-101 et. Seq. As Records Liaison Officer, I am authorized by the head of this agency to act in all matters regarding Records Management and I request approval of this records disposition schedule.

Record's Liaison Officer's signature <i>E Weatherall</i>	Date <i>9/18/05</i>
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Signatories

I certify I have reviewed and concur with the records retention periods established on all <u>2</u> pages of this document:			
State Archivist's signature <i>Terry Fitchner</i>	Date <i>3-9-2005</i>	Transportation Attorney signature <i>Henry Monahan</i>	Date <i>3-1-05</i>
State Auditor's signature <i>Sally Symons</i>	Date <i>4/1/05</i>	Federal Highway Administration (FHWA) signature <i>Katherine McKelly</i>	Date <i>3-7-05</i>
Attorney General's signature <i>John W. Suthers by mm</i>	Date <i>5/3/05</i>	Anti-trust Unit signature	Date
	Date		Date

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

Schedule Revision, Revises
 Archives #86-244, #93-126

Archives # 05-184
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Department Transportation		Division Human Resources Admin	Admin Serv./Reproduction Bid Plans/ Storeroom 11		<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Non-Permanent
Item#	Description	Retention Period	Special Instructions		
1.	Bid Tabulations Results of construction project bids. Master is maintained in Central Files permanently.	1 Year			
2.	Highway Project Plans 11 x 17	Retain until "As Constructed" plan is received.			
3.	Specification Files	Retain until "As Constructed" plan is received.			
4.	Annual Inventory Reconciliation Includes related documents & Report	3 Years			
5.	Bid Plans Supplies Local Request (CDOT #960)	3 Years			
6.	Reproduction Work Orders (CDOT #155 or 1135) Reproduction (Original copy -white & yellow)	3 Years			
7.	Bid Plans Invoice Record of project plans purchases	3 Years			

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Item#	Description	Retention Period	Special Instructions		
8.	Cash Register Reconciliation Related documents for sale of maps, bid plans & publications: vouchers, daily cash totals, & plans totals, daily journal of receipts, Bid Plans Cash Transmittal (CDOT #1287)	1 Year			
9.	Stores Issues, Daily Journal Records sale of office supplies	3 Years			
10.	Federal Express Tracking Record (Duplicate copy)	1 Year			
11.	Cash Sale (CDOT #178) Records of sales of maps and publications to public. RETENTION OF ALL OTHER RECORDS IS DETERMINED BY THE "GENERAL RECORDS SCHEDULE" WHICH IS DEVELOPED BY THE STATE ARCHIVIST.	2 Years			